

A dark blue silhouette of the state of Massachusetts, including its islands. White lines delineate the county boundaries within the state. The text "Civil Service" is superimposed on the western part of the map.

Civil Service

PROMOTIONAL EXAMINATION ELIGIBILITY

Karen Ambrose-Exam Administration

Purpose of Eligibility

To ensure that all candidates meet the requirements to take a promotional examination in accordance with [M.G.L. Chapter 31, section 59](#) .

An examination for a promotional appointment to any title in a police or fire force shall be open only to permanent employees in the next lower title in such force however, that no such examination shall be open to any person who has not been employed in such force for at least one year after certification in the lower title or titles to which the examination is open; and provided, further, that no such examination for the first title above the lowest title in the police or fire force of a city or town with a population in excess of fifty thousand shall be open to any person who has not been employed in such force in such lowest title for at least three years after certification.

Certification Time & Eligibility

In accordance with the Civil Service Commission decision in [Dickinson & Hallisey v. Human Resources Division](#) , E-10-274, 278 (2011), eligibility for police and fire promotional examinations will be determined in the following manner:

the plain reading of Section 59 and the [Weinburgh](#) decision, HRD must calculate an individual's eligibility to sit for a promotional examination as follows. First, is the individual serving in the next lower title as of the date of the examination? If so, has the individual served in the force for at least one year⁴ since his name was first certified for that lower qualifying title, regardless of whether that certification resulted in his appointment to the lower qualifying title. It is irrelevant how long an individual's name appeared on any individual certification.

Police Eligibility

Titles

- Police Sergeant *
- Police Lieutenant
- Police Captain
- Deputy Police Chief
- Police Chief

* **1st Promotional Title Requirements:**

(1) Must be an employee in the Police Department for which the examination is given with permanent civil service status in the specified eligible title(s) on the date of the examination.

(2) have served in the force at least one year since your name was first certified in the eligible title(s), regardless of whether that certification resulted in your appointment to the eligible title(s).

Time spent pursuant to a temporary appointment in the title of Police Sergeant will not interrupt the service period in your permanent position. Police Officers filing for this examination must have twelve months of permanent experience after completion of their Police Academy course. Service as a Student Officer before successful completion of an approved academy does not count towards meeting the eligibility requirement. Eligible Title(s): Police Officer

Fire Eligibility

Titles

- Fire Lieutenant*
- Fire Captain
- District Fire Chief
- Deputy Fire Chief
- Fire Chief

*** 1st Promotional Title Requirements:**

(1) Must be an employee in the Fire Department for which the examination is given with permanent civil service status in the specified eligible title(s) on the date of the examination

(2) have served in the force at least one year since your name was first certified in the eligible title(s), regardless of whether that certification resulted in your appointment to the eligible title(s). Time spent pursuant to a temporary appointment in the title of Fire Lieutenant will not interrupt the service period in your permanent position. Eligible Title(s): Firefighter.

Eligibility Requirements for Promotional Titles- 1YP vs. 3YP, Special Acts

1 YP- Population <50,000

Must have served in the force at least 1 year since name was first certified in the eligible title(s)

3 YP - Population > 50,000

Must have served in the force at least three years since name was first certified in the eligible title(s)

10YP – Special Acts

Must have served in the force at least 10 years since name was first certified in the eligible title(s)

Location	Population Count
Boston	617,594
Brockton	93,810
Brookline	58,732
Cambridge	105,162
Chelmsford, Fire Captain, 10 yrs	Ch 504, Acts of 2008
Chicopee	55,298
Fall River	88,857
Framingham	68,318
Haverhill	60,879
Lawrence	76,377
Lowell	106,519
Lynn	90,329
MBTA, 3 years	Ch 31 S 65
Malden	59,450
Medford	56,173
New Bedford	95,072
Newton	85,146
Peabody	51,251
Pittsfield, Police Sergeant & Fire Lieutenant, 3 years	Ch 401, Acts of 1989
Plymouth	44,737
Quincy	56,468
Revere	92,271
Somerville	51,755
Springfield	75,754
Taunton	153,060
Waltham	55,874
Weymouth	60,632
Worcester	53,743
	181,045

Required Forms

EXAMINATION ANNOUNCEMENT POSTING CERTIFICATE

This will certify that the following actions have been taken on the dates set forth below in connection with the notices for the examination Announcement for promotion to:

(Examination Title)

Notices have been posted in conspicuous places in all offices and places of employment throughout the:

(Municipality)

(Police/Fire)

DEPARTMENT

(DATE)

All persons on sick or military leave; or vacation; or off the payroll but eligible to take this examination have been notified and applications sent to them not later than:

(DATE)

Any provisional appointee to this position has been notified of this examination and, if eligible to take the examination, has been instructed to file an application, not later than:

(DATE)

(Signed)

NOTE:

- (1) The notices of examinations should be posted without delay.
- (2) The notices (or copies thereof) must be posted in conspicuous places so that any employees eligible to compete may be informed and, insofar as practicable, notices should be sent to any employee on sick, vacation or military leave or justifiably off the payroll during the period that applications may be accepted by this Division.
- (3) This certificate, properly filled out, including the date notices were posted, must be returned to the Human Resources Division as soon as possible.

*Please attach completed form to the Neogov requisition for this examination request.

PUBLIC SAFETY ELIGIBILITY FORM



EXAM TITLE: _____

EXAM DATE: _____

MUNICIPALITY: _____

DEPARTMENT: _____

APPLICANT'S NAME (Please print in alphabetical order)	Last 4 digits of SOCIAL SECURITY #	PERMANENT TITLE ON EXAM DATE	DATE OF ENTRY TO PERMANENT TITLE	** DATE FIRST CERTIFIED TO PERMANENT TITLE (PERM OR TEMP)

** Only complete this column if Date of Entry to Permanent Title is less than one year prior to Exam Date; if this column is to be completed, provide the date that the applicant's name first appeared on a certification for Permanent or Temporary promotion/appointment in his/her Permanent Title, regardless of whether that certification resulted in the applicant's promotion/appointment to such title.

I HEREBY DECLARE THAT THE INFORMATION INCLUDED ON THIS FORM IS TRUE AND CORRECT AND MADE UNDER THE PENALTIES OF PERJURY.

SIGNATURE:

TITLE:

DATE:

*Completed form must be attached to the Neogov requisition for this examination title.

Revised 03/14/16

Uploading Required Forms in Neogov

PAR 10 Vacancy Type :
Number of Vacancies to be filled using PAR 10 :
Please note that PAR 10 cannot be used on Consent Decree communities :
For Labor Service Position: Heavy Work? :
Interview/Contact Full Name : N/A
Interviewer/Contact Title : N/A
Interviewer/Contact Department : Boston Fire Department
Interviewer/Contact Street Address : N/A
Interviewer/Contact City : Boston
Interviewer/Contact State : MA
Interviewer Zip Code : 00000
Interviewer/Contact Office Hours :
Minimum Salary :
Maximum Salary :
Approvals None

Attachments: [Add New](#)

Attachment Title	Date Uploaded	File Name	Action
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View Requisition

* Required

* File Description

* File

Browse...

No file selected.

Attach another file

Upload

Examination Postponements & Cancellations

M.G.L. Chapter 31, Section 59- An examination for a promotional appointment to any title in a police or fire force shall be open only to permanent employees in the next lower title in such force, except that if the number of such employees, or the number of applicants eligible for the examination is less than four, the examination shall be opened to permanent employees in the next lower titles in succession in such force until either four such eligible employees have applied for examination or until the examination is open to all permanent employees in lower titles in such force.

Scenario

Examination Title- Fire Captain (Fire Lieutenants are eligible)

of eligible candidates who have applied- 3

Action Taken- Examination is postponed; examination is automatically rescheduled (new requisition is not required;) examination is now open to Fire Lieutenants and Firefighters in the upcoming year.

- **In the upcoming year, will the exam move forward if there is less than 4 applicants?** - Yes, if at least one eligible candidate applies, the examination will move forward as it is opened to the lowest title of Firefighter.
- **Can the examination request be cancelled?**- Yes, if there isn't a provisional in place.
- **If an examination is cancelled, is the eligible title reset?**- Yes, if and when a new examination requisition is submitted for another Fire Captain's exam, it will only be open to Fire Lieutenants.

CONTACT INFORMATION

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Useful References:

Examination Information- <http://www.mass.gov/anf/employment-equal-access-disability/civil-serv-info/exam-info/>

M.G.L. Chapter 31, section 59-
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIV/Chapter31/Section59>

Dickinson & Hallisey v. HRD- <http://www.mass.gov/anf/employment-equal-access-disability/civil-serv-info/guides-and-publications/legal-notices/additional-information-for-determining.html>

Appointing Authority Information- <http://www.mass.gov/anf/employment-equal-access-disability/civil-serv-info/appointing-authority-information/>

QUESTIONS & ANSWERS

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